

Name:	Academic Integrity Penalties Policy
Approved by:	Group Accreditation & Compliance Manager
Date Approved:	11.05.2020
Approved by:	General Manager - Technology & Design Division
Date Approved:	11.05.2020
Implementation Owner	Academic Director
Maintenance Owner	Group Accreditation & Compliance Manager
Review Date	22.01.2021

Table of Contents

Section 1 – Introduction	2
1) 2	
2) 2	
Section 2 - Plagiarism Penalties	3
Penalties for Plagiarism Specific to the study of Information Technology	3
Penalties for Plagiarism and Cheating in Examinations, Tests and Quizzes	3
Penalties for Collusion	3
Penalties for Contract Cheating	4
Penalties for misuse of AIT Intellectual Property	4
Section 10 – Reference and Supporting Information	5
1) 5	
2) 5	
Section 11 – Change History	7
1) 7	

Section 1 – Introduction

1) Purpose

The Technology & Design (T&D) division is committed to academic integrity and is dedicated to proactively educating and supporting students to prevent breaches of academic integrity. This policy aims to clarify the penalties that are attached to different issues of Academic Integrity Policy.

2) Scope

This policy applies to all staff and students within the Technology & Design (T&D) division including the Academy of Information Technology (AIT) (Left Bank and Coder Academy Australia) and the International School of Colour and Design (iscd).

It includes the penalties for the institutions' approach to:

- Plagiarism
- Cheating in exams (Higher Education only)
- Contract cheating
- Collusion
- Misuse of AIT intellectual property
- Rigour in Investigation

It takes into consideration the various mediums used by students along with related copyright, intellectual property and moral rights.

Section 2 - Plagiarism Penalties

Penalties for Plagiarism

Offence	VET	HE
1st	Relevant part of assessment recorded as not yet competent until reliable evidence submitted.	Resubmits within one week there is no cap on their mark for that assessment. However, the student is mandated to complete a compulsory online training module on plagiarism which is to be completed within 3 months.
2nd	Assessment recorded as 'Not yet Competent' the student must resubmit the entire assessment	Assessment not accepted, the student must re-submit based on a new brief.
3rd	Assessment recorded as 'Not yet Competent' student must repeat the subject	Assessment not accepted. Resubmit not allowed. Referred to the Dean with a view to suspension till end of term and must redo subject
4th	cancellation of enrolment with the provider	Student referred to Dean and General Manager of the Technology and Design Division with a view to cancellation of enrolment at AIT

Penalties for Plagiarism and Cheating in Examinations, Tests and Quizzes

Offence	Penalty
1st	Failure of assessment with an opportunity to re-sit.
2nd	The Dean of Studies consults with the Technology and Design's divisions General Manager with a view to the student's enrolment at AIT being withdrawn

Penalties for Collusion

Offence	Penalty
1st	On the first offence, the student is given a warning and fresh assessment task.
2nd	Assessment not accepted. Resubmit not allowed. Referred to the Dean with a view to suspension till end of term and must redo subject

3rd	The Dean of Studies consults with the Technology and Design's divisions General Manager with a view to the student's enrolment at AIT being withdrawn
-----	---

Penalties for Contract Cheating

Contract cheating is considered a serious form of academic misconduct. A student found to have used a third party (paid or unpaid) to undertake work for them may not only receive a fail for their assessment but may be suspended from their course and have their enrolment at AIT withdrawn.

If a student is not satisfied with the outcome of this process, in accordance with the Academic Appeals process the student may appeal the decision. ([Information here](#))

Penalties for misuse of AIT Intellectual Property

- i) Suspension occurs when the student:
 - (1) Takes the material down immediately
 - (2) Has uploaded content only
 - (3) Is in their first term
 - (4) Is unaware of the seriousness of what they have done
 - (5) Only receives a non-financial award
 - (6) Student uploads assessment questions
- ii) Cancellation of enrolment occurs when the student
 - (1) Offends for the second time
 - (2) Uploads assessment answers
 - (3) Does not comply with a takedown request
 - (4) Received financial reward in exchange for AIT IP
 - (5) Intentionally uploads to a site that is widely known for cheating

If a student is not satisfied with the outcome of this process, in accordance with the Academic Appeals process the student may appeal the decision. ([Information here](#))

Section 3 – Reference and Supporting Information

1) Definitions

Word/Term	Definition
Academic Integrity	The moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigour in research and academic publishing.
Cheating	Any of the following acts by a student is cheating: <ul style="list-style-type: none"> ● Copying another student's work during an assessment or a test ● Copying any section of another student’s assignment work ● Allowing another student to access assignment work to copy content ● Plagiarising content from any printed material or website without adequate referencing ● Contract cheating
Plagiarism	is the use of work of others presented in such a way as to suggest or represent that it is one’s own work.
Collusion	Involves engaging in illegitimate cooperation with one or more other students in the completion of assessable work.
Turnitin	Plagiarism detection software
Research	Research in the AIT context refers to primary research conducted by an AIT student as part of a project
Investigation	The action of investigating something or someone; formal or systematic examination or research.

2) Supporting documentation

Document name	Document type	Location
Exam Policy	Policy	Internal
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
Teacher’s Handbook	Policy Guide	Internal
Academic Integrity	TEQSA Guidance note	External



Addressing contract cheating to safeguard academic integrity	TEQSA Good Practice Note:	External
TEQSA Threshold Standards 2015	Regulatory Standards	External
ASQA Standards for RTO's 2015	Regulatory Standards	External
Academic Integrity at MIT A Handbook for Students	International web reference	External

Section 4 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
V1.0	4 January 2020	Group Accreditation & Compliance	Group Manager	Update to new template
		Technology & Design Division	General Manager	
V1.1	11 May 2020	Group Accreditation & Compliance	Group Manager	Updated format
		Technology & Design Division	General Manager	